

GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

MINORITIES WELFARE – Pre Matric Hostels for Minorities Students
in the Districts where Minorities population is substantial –
Appointment of Hostel Wardens – Guidelines – Issued.

MINORITIES WELFARE (MFC) DEPARTMENT

G.O.Ms. No.32

Dated:14.08.2008.
Read the following:

1. G.O.Ms.No.34, MW (MFC) Dept.
Dated 20.11.2006.
2. G.O.Ms.No.18, MW (MFC) Dept.
Dated:11.07.2007.
3. G.O.Ms.No.180, Fin. (SMPC) Dept.
Dated 1.8.2007.

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ORDER:

Orders were issued in the G.O. 1st read above to start 12 Pre Matric Hostels for Minority Students in the following districts vide G.O. 1st read above Keeping in view the need to promote educational opportunities to Minority students,

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|--------------|----------------|----------------|
| 1) Hyderabad | 2) Ranga Reddy | 3) Nizamabad |
| 4) Medak | 5) Adilabad | 6) Mahbubnagar |
| 7) Kurnool | 8) Kadapa | 9) Anantapur |
| 10) Chittoor | 11) Guntur | 12) Krishna |

2. Certain guidelines were issued in the G.O.2nd read above, for establishment of hostels, selection of staff, provision of amenities etc. and the Vice-chairman and Managing Director, A.P. State Minorities Finance Corporation and all concerned were requested to follow the guidelines while establishing and functioning of pre-matric hostels.

3. In the G.O. 3rd read above, Govt. have sanctioned for creation of (12) posts of Hostel Wardens in Minorities Welfare Department in the scale of pay of Rs.6195-13945 for the above Hostel.

4. In pursuance of the orders issued in the G.O. 3rd read above and based on guidelines issued by the Backward Classes Welfare Dept. in this regard, Govt. hereby formulate guidelines for appointment of Hostel Wardens Grade – II in Pre Matric Hostels of Minorities Welfare Department and appended to this order.

5. Accordingly, the Vice-chairman and Managing Director, A.P. State Minorities Finance Corporation is requested to follow the guidelines for appointing Hostel Wardens Grade – II in Pre-Matric Hostels and take necessary action.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

LINGARAJ PANIGRAHI
PRINCIPAL SECRETARY TO GOVERNMENT

To
The Vice-Chairman & Managing Director, A.P. State Minorities Finance Corporation Ltd. Hyderabad.
All the Collectors and District Magistrates in A.P.
All the District Minorities Welfare Officers in A.P.
All the Executive Directors, A.P. State Minorities Finance Corpn. Hyd.
Copy to:
The Finance (Expr.SW) / (SMPC) Department, A.P. Secretariat,
The B.C. Welfare Department, A.P. Secretariat,
The P.S. to Hon'ble Chief Minister.
The P.S. to Minister (Energy, Coal, M.W., Wakf and U.A)
The P.S. to Prl. Secretary to Government, Minorities Welfare Dept.
SF / SC

//FORWARDED :: BY ORDER//

SECTION OFFICER

Appended to G.O.Ms.No. 32 , Minorities Welfare (MFC) Dept.
Dated:14.08.2008.

**GUIDELINES FOR APPOINTMENT OF HOSTEL WARDEN GRADE – II FOR
PRE MATRIC HOSTELS FOR MINORITY STUDENTS**

I. METHOD OF APPOINTMENT AND APPOINTING AUTHORITY.

A. Method of appointment:

By direct recruitment

All vacancies shall be filled by direct recruitment.

B. Appointing authority:

Collector & District Magistrate.

II. RESERVATION IN APPOINTMENT:

The rule of special representation called the General Rule 22 as mentioned by G.O.Ms.No.419, Gen. Admn. (Service) Dept. dated 24.08.1994 shall apply to appointments by direct recruitment.

III. QUALIFICATIONS:

Graduation with B.Ed., or equivalent of any University of India established or incorporated by or under a Central Act or a State Act or an Institution recognized by the university Grants Commission.

IV. AGE:

No person shall be eligible for appointment by direct recruitment, if he has completed 28 years of age on the first day of July of the year in which the notification for selection is made, as per the Rules in force.

V. PROBATION:

- a) Every person appointed by direct recruitment to any of the posts shall, from the date on which he commences probation, be on probation for a total period of two years on duty within a continuous period of three years.
- b) Every person appointed either by promotion or by transfer shall, from the date on which he commences probation, be on probation for a total period of one year on duty within a continuous period of two years.

VI. TRAINING:

- a) Every person appointed by direct recruitment to the post of Hostel Warden shall undergo a course of training for one month as per the program prescribed by the Dist.

Collector/Managing Director, A.P. State Minorities Finance
Corpn.

- b) Every person appointed by direct recruitment to the post of Hostel Warden, shall before the commencement of training, execute a bond that he/she shall serve the department for a period of three years, after the completion of training referred to in Sub-Rule (a) Provided that he/she shall be liable to refund to the Govt. the pay and allowances and any other remuneration received by him/her in addition to the amount spent by the Govt. on his/her training, if he/she fails to serve the Dept. for a period of three years after the completion of his/her training for any reason (or) if he/she discontinues the training or is discharged from training course for misconduct or any other reason (or) if he/she secures any other employment elsewhere than under the State Govt.

Provided further that enforcement of bond should not be insisted upon in the case of an employee who joins Central Govt./Quasi Govt./Autonomous bodies/wholly/substantially owned/financed/controlled by the State Govt. other than private employment subject to the condition that fresh bond is taken to ensure that the employee serves the new employer for the balance of the original bond period.

- c) The period of training shall count for purposes of probation, increment, leave etc.
- d) A direct recruit shall be eligible during the period of training for the initial pay of the post with usual allowances admissible at the place of training.

VII. TESTS:

Every person appointed by direct recruitment as Hostel Warden Grade II shall pass during the period of probation, the Accounts Test for subordinate Officers Part – I and such other test (s) as prescribed by the Govt.

VIII. UNIT OF APPOINTMENT:

The Unit of appointment shall be Revenue district for the Hostel Warden Grade II.

LINGARAJ PANIGRAHI
PRINCIPAL SECRETARY TO GOVERNMENT

//FORWARDED :: BY ORDER//

SECTION OFFICER